



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Lynn Mackey, Superintendent of Schools

September 15, 2025

Cheryl Cotton
Superintendent
West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, CA 94801

SUBJECT: 2025-26 LCAP and Adopted Budget Report

Dear Superintendent Cotton,

Thank you for submitting your Local Control and Accountability Plan and Adopted Budget Report to the Contra Costa County Office of Education. In accordance with Education Code sections 52070 and 42127, the Contra Costa County Office of Education has reviewed the Local Control Accountability Plan (LCAP) and Adopted Budget of the West Contra Costa Unified School District (district) for the 2025-26 fiscal year.

Education Code requires the County Superintendent to approve the LCAP and annual update for each local educational agency after determining all of the following:

- Adherence to State Board of Education Template
- Sufficient Expenditures in Budget to Implement LCAP
- Adherence to SBE Expenditure Regulations
- Calculation and Implementation of Carryover

Based on our review, your 2025-26 LCAP is **approved**.

Education Code requires the County Superintendent to approve, conditionally approve, or disapprove the Adopted Budget Report for each school district after doing the following:

- Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to section 33127 and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.
- Determine whether the adopted budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.
- Determine whether the adopted budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.

Our review of the 2025-26 Adopted Budget Report and 45 Day Budget Revision has resulted in **conditional approval of the budget**. Conditional approval means the County Superintendent approves the budget on the condition that the district take certain actions to remedy deficiencies in the 2025-26 budget and multi-year projections. To meet the conditions for budget approval, the district must take the following actions:

- By September 15, 2025, the district must submit the 2024-25 Unaudited Actuals. The County Office acknowledges that the district fulfilled this requirement on September 15, 2025.
- By October 10, 2025, the district is required to submit to the Contra Costa County Office of Education (County Office) a board-approved resolution that addresses the deficiencies in the 2025-26 budget and multiyear projections.
- By October 31, 2025, the district is required to submit to the county office a plan that includes timelines for implementing budget reductions or revenue enhancements that allow the district to meet the 3% minimum reserve requirement in 2026-27 and 2027-28.

We anticipate receiving the district's 2024-25 unaudited actuals by the required deadline of September 15, 2025. The county office will then conduct a review of the report and additional documentation and will make a final determination regarding the adopted budget by the statutory deadline of November 8, 2025.

If you have any questions about the LCAP, please contact Shannon Ortland, Assistant Superintendent, at (925) 942-3385. If you have any questions about the Adopted Budget Report, please contact Daniela Parasidis, Deputy Superintendent, at (925) 942-3310. We recognize that completing these documents is an enormous effort. We appreciate your attention and partnership in this work. Most importantly, we thank you for your continued support of students, staff, and families in the West Contra Costa Unified School District.

Sincerely,



Lynn Mackey
Superintendent of Schools
Contra Costa County

Cc: Dr. Kim Moses, Associate Superintendent, Business Services
Leslie Reckler, Board President

SO/tm